

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR- 0030

**ISSUE DATE:** April 28, 2016

**TITLE:** Construction Code Inspector 1

**CLOSING DATE:** May 12, 2016

**DIVISION/UNIT:** Codes / Bureau of Homeowner Protection / New Home Warranty Program

**LOCATION:** DCA Building, 101 South Broad Street, Trenton

**SALARY RANGE:** I23 - \$55,785.44 - \$79,132.16

**POSITION(S):** 1

**DISTRIBUTION:** Statewide

**DESCRIPTION OF MAJOR DUTIES:** Performs inspections to determine whether defects exist as defined by the statutory guidelines of the New Home Warranty Program. Prepares inspection reports and work lists; reviews bids for accuracy; prepares invoice and release forms for final payment. May be required to provide testimony on behalf of the Agency in Administrative Hearings; does other related duties as required.

---

**REQUIREMENTS :**

**EXPERIENCE:**

Six (6) years of experience in construction project management work such as a construction manager, construction official, general contractor, architect, or engineer with field responsibilities for all levels of construction, OR as a building trade's craftsperson.

**LICENSE:**

Applicants must possess a valid Residential and Small Commercial Specialist (RCS) construction code enforcement license in building inspection issued by the Department of Community Affairs.

**NOTE:** Appointees must continue to complete the continuing education requirements to maintain their RCS license.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0030  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**Interviews will be granted on the basis of the resume.**

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**